



FY2023 Defense Appropriations Community Project Funding Request Submission Guidance Document

Please review this document prior to submitting your Community Project Funding (CPF) request form. You must submit answers to each question below and provide required documentation for your CPF request to be considered.

The CPF submission form can be found [here](#).

Due Date: 12PM (Noon) on April 14, 2022

Note: Projects can only be designated for state and local governments or certain eligible non-profit entities. Projects cannot be designated for private individuals or for-profit entities. Submissions must include proof of community support (see examples below). The Subcommittee will only accept legally eligible requests under DOD Research, Development, Test and Evaluation (RDTE) accounts: RDTE Army, RDTE Navy, RDTE Air Force, RDTE Space Force, RDTE Defense-Wide. If you have questions about the appropriations community project submission process, please contact NC04CommunityProjects@mail.house.gov to discuss.

Entity Requesting Funds (if entity is a non-profit, please include documentation that the entity is registered as a 501(c)3 under the Internal Revenue Code of 1986):

Primary Point of Contact (name, email, phone number, organization address):

Project Priority (if non-federal sponsor is submitting more than 1 project):

Short Description of the project and its purpose:

Complete Description of Project, its desired outcome, and how it would benefit the Department of Defense (limit 1000 characters, including spaces):

List the eligible account proposed to fund the project (Ex: RDTE, Army):

List the Line Number & Program Element Number (& Program Name if applicable) proposed to fund the project (Example: Line 2, PE# 0601102A):

(Note: The appropriate line and program element numbers must be included with your submission. If you do not know this information, please consult with the relevant DOD program office. This information may also be located through the Department's FY2023 RDTE budget justification documents on the Under Secretary of Defense (Comptroller) website: <https://comptroller.defense.gov/Budget-Materials/>.)

Requested FY23 Amount, including level of funding over the President's FY23 Budget Request:

Is this project being requested in any other bill? If so, which bill?

Has this project been submitted to any other Member of Congress? If so, please list the Members' name and a staff point-of-contact:

Is this project a new or existing project?

- **If an existing project, has the project previously received federal funds?**
- **If yes, please list the source, account, and amount of funding previously provided and in which fiscal year the funds were provided:**

Total Project Cost (including breakdown of federal/non-federal shares):

List the required funding in future years and the sources of that funding:

Can the project begin in a limited capacity if the Appropriations Committee cannot fully fund the request?

- **If yes, please provide documentation that the project can begin in a limited capacity if the Appropriations Committee cannot fully fund the request:**

Additional guidance on Community Project Funding requests for eligible accounts:

Proof of Community Support

All submissions may include but are not limited to:

- Letters of support from elected community leaders;
- Press articles highlighting the need for the requested community project funding;
- Support from newspaper editorial boards;
- Projects listed in state intended use plans, community development plans, or other publicly available planning documents;
- Resolutions passed by city councils or boards; and/or
- Other compelling evidence of community support.